

# Contract User Guide for VEH96

## VEH96: Light, Medium, and Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

UPDATED: August 1, 2018

<b>Contract #:</b>	VEH96
<b>MMARS MA #:</b>	VEH96
<b>Initial Contract Term:</b>	July 1, 2015 – June 30, 2018
<b>Maximum End Date:</b>	2 (2) year extensions to 2022
<b>Current Contract Term:</b>	July 1, 2018 – June 30, 2020
<b>Contract Manager:</b>	Maureen Barends, 617-720-3155, <a href="mailto:Maureen.Barends@mass.gov">Maureen.Barends@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	25-17-00 Transportation components and systems

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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### Contract Summary

This is a Statewide Contract for Light, Medium, and Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants. This contract provides the purchase and delivery of OEM and Non-OEM motorized vehicle parts, re-refined motor oil, hydraulic oils, transmission fluids, specialty oils, greases, lubes, brake fluids, remanufactured antifreeze and windshield washer solvent.

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*UPDATES:* User guide has been updated to reflect current contract term (July 1 2018 through July 30, 2020) and new contract manager, Maureen Barends.

## Contract Categories

This contract includes three categories of products as listed below.

Category 1: OEM Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts

Category 2: Non-OEM Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts

Category 3: Refined Motor oil & Lubricants

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Significant discounts off various Light, Medium and Heavy Duty parts, Re-refined Motor Oil, Remanufactured Antifreeze and Other Lubricants.
- Vast network of vendors with millions of parts in stock
- Same day delivery
- No delivery charges
- All vendors offer Prompt Pay Discount

## Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for VEH96 to find related Master Blanket Purchase Order (MBPO) information. To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

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## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

It is recommended that the Eligible Entity seek more than one quote as a good business practice in obtaining best value.

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

### Pricing Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP)/Vendor Catalog Price:** Contract pricing is a specified discount off of the MSRP catalog price.
- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by on the [vendor information](#) page, where links to all the vendors MBPO's are provided. Each vendor MBPO contains contract pricing.

## COMMBUYS

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).

When contacting a vendor on statewide contract, always reference VEH96 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.



## How To Purchase From The Contract in COMMBUYS

### Select items from a PunchOut catalog and purchase through COMMBUYS

Some vendors offer PunchOut catalogs. PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙️] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

### Directly purchase fixed price items through COMMBUYS

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

### Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

Some vendor MBPO pages have a \$0.00 line item for the product categories they are awarded. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file. Specific product pricing may be found by in the Vendor MBPOs.

### Document items in COMMBUYS that have already been purchased

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to

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easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

### Environmentally Preferable Products (EPP)

This contract provides:

- Remanufactured Antifreeze
- Bio-based Lubricants, Equipment, and Automotive
- Motor Oil Re-refined and Other Bio-based Lubricants
- Remanufactured Vehicle Parts, Motorized Parts

Review the [EPP Products and Services Guide](#) for additional information.

### Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. ML - 801 CMR 21 defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

### Shipping/Delivery/Returns

Delivery charges are not authorized. Same day delivery is available for parts, at no additional cost and Contractors have agreed to make a good faith effort to accomplish this. The Contractors are required to deliver goods within one business day after receipt of an order, or at a mutually agreed upon time. All parts which are not in good condition upon delivery shall be promptly replaced by the Contract. All motor oil prices must be F.O.B. destination and must be delivered to the customer within two (2) business days after receipt of an order, unless otherwise agreed upon by both parties.

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## Additional Information/FAQs

### Geographical Service Area

Contractors provide service based on Region. Awarded regions are identified for each vendor in the vendor information section of this document. Appendix A contains a breakdown of the cities/towns that fall in each Region.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. Offered by all vendors. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

### If the Needed Product Can Not be Found

If a product cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings. Vendor needs prior approval from the contract manager to do this.

If the product is not listed in the scope of the product category, a buyer may contact the Contract Manager to inquire whether the product may be purchased.

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one year beyond the current contract term of this Statewide Contract as stated on the first page of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

### Strategic Sourcing Team Members

- Sara Urato, OSD
- Joe Suppa, OSD
- Karl Brenner, POL

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- Stephen Kotski, DOT
- Ken Urato, DOT
- Dennis Wood, Town of Plymouth
- Lisa Westgate, OSD (Procurement Sourcing Lead)

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Category 1	Category 2	Category 3	Region 1	Region 2	Region 3	Region 4	Region 5
**[Conversion Vendor]	<a href="#">PO-17-1080-OSD03-SRC02-8794</a>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
D.O.T. FLEETPARTS	<a href="#">PO-15-1080-OSD01-OSD10-00000004505</a>	Jack Bellan	978-455-9082	<a href="mailto:jackbellan@hotmail.com">jackbellan@hotmail.com</a>		X		X	X	X	X	X
Dennison Lubricants	<a href="#">PO-15-1080-OSD01-OSD10-00000004512</a>	Brian Dennison	508-946-0500	<a href="mailto:briand@denlube.com">briand@denlube.com</a>			X	X	X	X	X	X
Elliott Auto Supply Co Inc	<a href="#">PO-19-1080-OSD03-SRC01-14081</a>	Bill Merullo	617-782-1250	<a href="mailto:b.merullo@fmpco.com">b.merullo@fmpco.com</a>		X			X	X	X	X
Genuine Parts Company	<a href="#">PO-15-1080-OSD01-OSD10-00000004516</a> Vendor has PunchOut available	Donald Lachance	404-386-4157	<a href="mailto:Don_Lachance@genpt.com">Don_Lachance@genpt.com</a>		X		X	X	X	X	X
IEH AUTO PARTS LLC (formerly Uni--Select)	<a href="#">PO-15-1080-OSD01-OSD10-00000004513</a>	Brian Evanoka	856-778-1400	<a href="mailto:bevanoka@autoplusap.com">bevanoka@autoplusap.com</a>		X		X	X	X	X	X
Imperial Parts Ford GM Dodge	<a href="#">PO-15-1080-OSD01-OSD10-00000004514</a>	Jason Maille	508-473-2800	<a href="mailto:jasonm@imperialcars.com">jasonm@imperialcars.com</a>	X			X	X	X	X	X
Jack Madden Ford	<a href="#">PO-15-1080-OSD01-OSD10-00000004517</a>	Karl Potter	781-762-7906	<a href="mailto:parts@jackmaddenford.com">parts@jackmaddenford.com</a>	X					X	X	
Lappen Auto Supply Co., Inc	<a href="#">PO-15-1080-OSD01-OSD10-00000004511</a>	Michael Lappen	781-341-8040	<a href="mailto:mlappen@lappens.com">mlappen@lappens.com</a>		X		X	X	X	X	X
Marcotte Ford Sales Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000004506</a>	Jeff Denis	413-536-1900	<a href="mailto:jeff@marcotteford.com">jeff@marcotteford.com</a>	X			X	X	X	X	
Norwood Motor Parts (Allied Auto)	<a href="#">PO-15-1080-OSD01-OSD10-00000004515</a>	John Tully	508-588-8500	<a href="mailto:jtully@alliedautoparts.com">jtully@alliedautoparts.com</a>		X					X	X
Palmer Spring Co	<a href="#">PO-15-1080-OSD01-OSD10-00000004507</a>	Doug Palmer	401-351-8300	<a href="mailto:sales@palmer-spring.com">sales@palmer-spring.com</a>		X						X
Tri State Truck Center, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000004509</a>	Richard Coutu	508-735-2835	<a href="mailto:rcoutu@tristatetruckcenter.com">rcoutu@tristatetruckcenter.com</a>	X			X	X	X	X	X
WEST SPRINGFIELD AUTO PARTS, INC.	<a href="#">PO-15-1080-OSD01-OSD10-00000004510</a>	Ronald Lodi	413-781-0251	<a href="mailto:rlodi@wsaparts.com">rlodi@wsaparts.com</a>		X		X	X	X	X	X

\*Note that COMMBUYS is the official system of record for vendor contact information.

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## Appendix A:

### *Regions*

REGIONS		REGIONS		REGIONS		REGIONS	
Abington	5	Blackstone	3	Cheshire	1	East Falmouth	5
Acton	3	Blanford	1	Chester	1	East Freetown	5
Acushnet	5	Bolton	3	Chesterfield	1	East Longmeadow	1
Adams	1	Bondsville	1	Chicopee	2	East Lynn	4
Agawam	2	Boston	4	Chicopee Falls	2	East Orleans	5
Alford	1	Bourne	5	Chilmark	5	East Otis	1
Amesbury	4	Boxborough	3	Clarksburg	1	East Pepperell	3
Amherst	2	Boxford	4	Clinton	3	East Princeton	3
Andover	4	Boylston	3	Cohasset	5	East Sandwich	5
Arlington	4	Braintree	4	Colrain	1	East Taunton	5
Ashburnham	3	Brewster	5	Concord	4	East Templeton	2
Ashby	3	Bridgewater	5	Conway	1	Eastham	5
Ashfield	1	Brighton	4	Cotuit	5	Easthampton	2
Ashland	3	Brimfield	2	Cummington	1	Easton	5
Ashley Falls	2	Brockton	5	Dalton	1	Edgartown	5
Assonet	5	Brookfield	3	Danvers	4	Egremont	1
Athol	2	Brookline	4	Dartmouth	5	Erving	2
Attleboro	5	Buckland	1	Dedham	4	Essex	4
Auburn	3	Burlington	4	Deerfield	2	Everett	4
Avon	5	Buzzards Bay	5	Dennis	5	Fairhaven	5
Ayer	3	Cambridge	4	Dennisport	5	Fall River	5
Baldwinville	3	Canton	4	Dighton	5	Falmouth	5
Barnstable	5	Carlisle	4	Douglas	3	Feeding Hills	1
Barre	2	Carver	5	Dover	4	Fiskdale	3
Becket	1	Centerville	5	Dracut	4	Fitchburg	3
Bedford	4	Charlemont	1	Dudley	3	Florence	1
Belchertown	2	Charlestown	4	Dunstable	3	Florida	1
Bellingham	3	Charlton	3	Duxbury	5	Foxborough	5
Belmont	4	Charlton City	3	East Arlington	4	Framingham	3
Berkley	5	Chartley	5	East Boston	4	Franklin	3
Berlin	3	Chatham	5	East Bridgewater	5	Freetown	5

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Bernardston	2	Chelmsford	4	East Brookfield	3	Gardner	3
Beverly	4	Chelsea	4	East Dennis	5	Gay Head	5
Billerica	4	Cherry Valley	3	East Douglas	3	Georgetown	4
Gilbertville	1	Holland	2	Lowell	4	Milton	4
Gill	2	Holliston	3	Ludlow	2	Monroe	1
Glendale	1	Holyoke	2	Lunenburg	3	Monson	2
Gloucester	4	Hopedale	3	Lynn	4	Montague	2
Goshen	1	Hopkinton	3	Lynnfield	4	Monterey	1
Gosnold	5	Housatonic	3	Magnolia	4	Montgomery	1
Grafton	3	Hubbardston	3	Malden	4	Mount Washington	1
Granby	2	Hudson	3	Manchester	4	Nahant	4
Granville	1	Hull	5	Mansfield	5	Nantucket	5
Great Barrington	1	Huntington	1	Marblehead	4	Natick	3
Greenfield	2	Hyannis	5	Marion	5	Needham	4
Groton	3	Hyannisport	5	Marlboro	3	New Ashford	1
Groveland	4	Indian Orchard	1	Marshfield	5	New Bedford	5
Hadley	2	Ipswich	4	Marshfield Hills	5	New Braintree	2
Halifax	5	Jamaica Plain	4	Marstons Mills	5	New Marlboro	3
Hamilton	4	Jefferson	3	Mashpee	5	New Salem	2
Hampden	1	Kingston	5	Mattapoissett	5	Newbury	4
Hancock	1	Lake Pleasant	1	Maynard	3	Newburyport	4
Hanover	5	Lakeville	5	Medfield	3	Newton	4
Hanson	5	Lancaster	3	Medford	4	Norfolk	5
Hardwick	1	Lanesborough	1	Medway	3	North Adams	1
Harvard	3	Lawrence	4	Melrose	4	North Amherst	1
Harwich	5	Lee	1	Mendon	3	North Andover	4
Harwichport	5	Leeds	1	Merrimac	4	North Attleboro	5
Hatfield	1	Leicester	3	Methuen	4	North Brookfield	3
Haverhill	4	Lenox	1	Middleborough	5	North Dartmouth	5
Hawley	1	Leominster	3	Middlefield	1	North Dighton	5
Haydenville	1	Leverett	2	Middleton	4	North Easton	5
Heath	1	Lexington	4	Milford	3	North Egremont	1
Hingham	5	Leyden	1	Millbury	3	North Falmouth	5
Hinsdale	1	Lincoln	4	Millers Falls	1	North Grafton	3
Holbrook	5	Littleton	3	Millis	3	North Hadley	2
Holden	3	Longmeadow	2	Millville	3	North Orange	2
North Oxford	3	Pocasset	4	South Amherst	2	Three Rivers	1

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North Reading	4	Princeton	3	South Ashburnham	3	Tisbury	5
North Swansea	5	Provincetown	5	South Athol	2	Tolland	1
North Truro	5	Quincy	4	South Attleboro	5	Topsfield	4
North Uxbridge	3	Randolph	4	South Barre	3	Townsend	3
North Westport	5	Raynham	5	South Dartmouth	5	Truro	5
Northampton	2	Reading	4	South Deerfield	1	Tully	1
Northborough	3	Rehoboth	5	South Dennis	5	Turners Falls	1
Northbridge	3	Revere	4	South Easton	5	Tyngsborough	4
Northfield	2	Richmond	1	South Egremont	1	Tyringham	1
Norton	5	Rochdale	3	South Grafton	3	Upton	3
Norwell	5	Rochester	5	South Hadley	2	Uxbridge	3
Norwood	4	Rockland	5	South Lancaster	3	Village of Nagog Woods	5
Oak Bluffs	5	Rockport	4	South Lee	1	Vineyard Haven	5
Oakdale	3	Rowe	1	South	2	Wakefield	4
Oakham	3	Rowley	4	South Yarmouth	5	Wales	2
Onset	4	Royalston	2	Southampton	2	Walpole	5
Orange	2	Russell	1	Southborough	3	Waltham	4
Orleans	5	Rutland	3	Southbridge	5	Ware	2
Osterville	5	Salem	4	Southwick	3	Wareham	5
Otis	1	Salisbury	4	Spencer	2	Warren	2
Otter River	3	Sandisfield	1	Springfield	3	Warwick	2
Oxford	3	Sandwich	5	Sterling	2	Washington	1
Palmer	2	Saugus	4	Stockbridge	3	Watertown	4
Paxton	3	Savoy	1	Stoneham	1	Wayland	3
Peabody	4	Scituate	5	Stoughton	4	Webster	3
Pelham	2	Seekonk	5	Stow	5	Wellesley	4
Pembroke	5	Sharon	5	Sturbridge	3	Wellfleet	5
Pepperell	3	Sheffield	1	Sudbury	3	Wendell	2
Peru	1	Shelburne	1	Sunderland	3	Wendell Depot	2
Petersham	2	Shelburne Falls	1	Sutton	2	Wenham	4
Phillipston	2	Sherborn	3	Swampscott	3	West Acton	3
Pittsfield	1	Shirley	3	Swansea	4	West Barnstable	5
Plainfield	1	Shrewsbury	3	Taunton	5	West Boylston	3
Plainville	5	Shutesbury	2	Templeton	2	West Bridgewater	5
Plymouth	5	Somerset	5	Tewksbury	4	West Brookfield	2
Plympton	5	Somerville	4	Thorndike	1	West Deerfield	2

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West Dennis	5	Wilbraham	2	Westford	3	Worthington	1
West Falmouth	5	Wilkinsonville	3	Westhampton	2	Wrentham	5
West Harwich	5	Williamsburg	1	Westminster	3	Westborough	3
West Hatfield	2	Williamstown	1	Weston	4	West Yarmouth	5
West Millbury	3	Wilmington	4	Westport	5	Yarmouth	5
West Newbury	4	Winchendon	2	Westport Point	5	Yarmouthport	5
West Springfield	2	Winchester	4	Westwood	4		
West Stockbridge	1	Windsor	1	Weymouth	4		
West Tisbury	5	Winthrop	4	Whately	2		
West Upton	3	Woburn	4	Whitinsville	3		
West Warren	2	Woods Hole	5	Whitman	5		
Westfield	2	Worcester	3				
Westford	3	Worthington	1				
Westhampton	2	Wrentham	5				
Westminster	3	Westborough	3				
Weston	4	West Yarmouth	5				
Westport	5	Yarmouth	5				
Westport Point	5	Yarmouthport	5				
Westwood	4						
Weymouth	4						
Whately	2						
Whitinsville	3						
Whitman	5						

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